



**EXECUTIVE SECRETARY 1 – CLASS CODE: 1247 EXAM CODE: 3PB36**

**Department(s):** California Department of Human Resources  
Department of Transportation  
Board of Equalization  
Cal Fire  
California Department of Public Employees Retirement System  
California Department of State Teachers Retirement System  
Department of Alcoholic Beverage Control  
Department of Education  
Department of Health Care Services  
Department of Motor Vehicles  
Department of Parks and Recreation  
Department of Social Services  
Department of State Hospitals  
Employment Development Department  
Franchise Tax Board  
State Personnel Board  
Department of Justice  
First 5 California  
Department of Business Oversight

**Final Filing Date:** Scheduling dates set periodically

**Closing Date:** N/A

**Type of Examination:** Departmental-Open

**Salary:** MONTHLY-RANGED-SALARY  
EXECUTIVE SECRETARY 1 \$ 3020.00 - \$3782.00

**Tenure/Time-base:** Permanent Full-time  
Permanent Part-time  
Permanent Intermittent  
Limited Term Full-time  
Limited Term Part-Time  
Limited Term Intermittent

**Location(s):** 0100 - Alameda County  
1000 - Fresno County  
1900 – Los Angeles County  
3000 – Orange County  
3300 – Riverside County  
3400 – Sacramento County  
3600 – San Bernardino County  
3700 – San Diego County  
3800 – San Francisco County  
3900 - San Joaquin County  
4000 – San Luis Obispo County  
4300 – Santa Clara County  
4500 – Shasta County

4800 - Solano County  
5400 – Tulare County  
5600 - Ventura County  
5700 – Yolo County  
5800 – Yuba County

## IMPORTANT TESTING INFORMATION

### Message updated: December 2013

Testing for Patton will open up on **Monday, December 23rd at 10:00am**. Please come back to the website on **Monday, December 23rd, 2013**, and click on the link at the bottom of the bulletin to schedule online for the **written test on Saturday, January 25th, 2014**. Please see under the “filing instructions” section on this bulletin for the instructions on how to schedule for this examination.

### EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

### DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Examination at any time.

Once you have taken the Training and Experience Examination, you may not retake it for twelve (12) months.

### FILING INSTRUCTIONS

Self-scheduling for this examination is offered on a first- come- first served basis for each written exam date. Please be aware that seating is limited and scheduling for a specific exam date will conclude once all seats are filled. Future self-scheduling exam dates will be made available as demand warrants.

#### Self-Scheduling Opens

**Monday, December 23, 2013, (10am)**

#### Written Exam Date(s)

**Saturday, January, 25, 2014  
8:00am**

#### Location

**Patton, CA**

## **HOW TO APPLY:**

**To self-schedule yourself for a written test date, you must first establish a profile.**

**Carefully follow the instructions below:**

- 1) Go to website <https://jobs.ca.gov>
- 2) Find this Exam Bulletin in the "Search Exam and Job Vacancies" window.
- 3) Read this Exam Bulletin carefully for minimum qualifications, written test information; test dates and scheduling information.
- 4) Scroll to the bottom of this Exam Bulletin to the "Taking the Exam" header. Click on the "Click here to apply for and to self-schedule the Executive Secretary 1 written exam" link.
- 5) Enter your User ID and Password or create a new profile if you do not currently have one.
- 6) Answer the "Equal Employment Opportunity", the "Personal Information", and the Minimum Qualifications" questions.
- 7) Review the available test dates and times and make your selection
- 8) Print out two copies of the "Notice to Appear". You will need to bring a copy to the exam.

**WHERE TO APPLY: Click on the link at the bottom of this bulletin.**

### **TIPS**

- 1) Save/Bookmark this bulletin page under your browser's favorites, so that you don't have to search for it again when you are about to schedule.
- 2) Keep in mind when signing-in that your User I.D. and Password are case sensitive.

- 3) Make sure are using one of the following browsers:

**Safari**

**Firefox**

**Google Chrome**

**Internet Explorer 8**

**If you fail to appear for the examination as scheduled, you will not be able to reapply/reschedule for 6 weeks.**

**Check the bulletin regularly for future written test dates and locations.**

**ON THE SELF-SCHEDULING DATE, PLEASE GO TO THE TAKING THE EXAM SECTION OF THIS BULLETIN TO BEGIN AND COMPLETE THE SCHEDULING PROCESS.**

### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examinations Unit at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

**Additionally, please select the "Reasonable Accommodations" box during the self-scheduling process.**

### **ELIGIBLE LIST INFORMATION**

An eligible list will be established by the California Department of Human Resources for use by all state departments listed above. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the Written Examination to reestablish eligibility. A candidate may test only once during a twelve (12) month period.

## **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

## **MINIMUM QUALIFICATIONS**

### **Either I**

In the California state service, one year of experience performing secretarial duties at a level of responsibility not less than that of Secretary.

### **Or II**

Three years of experience in clerical work at least one year of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

## **POSITION DESCRIPTION**

This is the advanced journeyman level. Under direction of the administrator of a major subdivision of a large State agency or a comparable level executive. Incumbents perform difficult and responsible secretarial work and relieve the administrator of a variety of administrative and office details.

Positions at this level typically exist in major subdivisions or large field installations or large State agencies. The secretary's supervisor must have complex program responsibility requiring careful coordination of activities supervised, a considerable amount of demanding personal contact with citizen groups and officials of other governmental agencies.

Positions are allocated to this level where the administrator who is the secretary's supervisor has delegated a substantial amount of administrative detail and non - routine work to the secretary. The potential for the level of delegated duties is directly related to the importance and responsibility of the position of the administrator, the nature and scope of the functions for which the administrator is responsible, and the level of public contacts.

## **EXAMINATION INFORMATION**

### **WRITTEN TEST – WEIGHTED 100%**

The examination will consist solely of a written test, multiple choice, and weighted 100%. To obtain a position on the eligible list a minimum score of 70% is required. The written test is designed to evaluate a candidate's knowledge in the areas of Situational Judgment, Written Communication, and Analysis. To obtain a position on the eligible list, a minimum score of 70% must be attained.

## **KNOWLEDGE AND ABILITIES**

### **Executive Secretary 1**

**Knowledge of:**

1. Knowledge of office methods and systems (e.g., filing, record management, mail processing, terminology) to perform administrative work.
2. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, grammar, and punctuation to produce clear and correct work for a broad group of readers and/or audiences.
3. Knowledge of principles and processes for providing excellent customer service to establish and/or maintain professional relationships and in the completion of work assignments.

**Ability to:**

1. Ability to comprehend written sentences and paragraphs to adequately complete assignments.
2. Ability to prioritize workload (i.e., time management) in order to meet deadlines.
3. Ability to review, evaluate, and edit documents, to produce quality work.
4. Ability to analyze situations accurately and respond effectively in high stress situations ( e.g., complaints, emergencies, staff issues).
5. Ability to analyze a project or assignment in order to determine how complete it in the most accurate and efficient manner.
6. Ability to analyze written information to determine importance of correspondence.
7. Ability to interpret and apply departmental policies and State and Federal laws and regulations to complete assignments including those that contain confidential/ sensitive material.
8. Ability to read correspondence and assess importance in relation to formality, nature, pertinence (e.g., deadlines) and source.

## **VETERANS' PREFERENCE POINTS**

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

## **CAREER CREDITS**

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## **CONTACT INFORMATION**

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street Sacramento, North Bldg Ste. 400  
Sacramento, CA 95811 1-866-844-8671  
(916) California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and hard of hearing, and is reachable only from phones equipped with a TTY Device.

## **GENERAL INFORMATION**

**For an examination with a written feature**, it is the candidate's responsibility to contact the testing

department three weeks after the Final Filing Date if he/she has not received his/her notice.

**Examination Locations:** When a written test is part of the of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at [www.jobs.ca.gov](http://www.jobs.ca.gov) and local offices of the Employment Development Department.

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Bulletin Release Date:** This original bulletin was released on October 7th, 2013. Another version has been released on December 20, 2013.

**Veterans' Preference Points:** California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of

Veterans Affairs.

**Security and Confidentiality of Examination:** Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstructs any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule." Pursuant to Government Code 19681. "It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part."

## TAKING THE EXAM

Self-scheduling for this examination is offered on a first-come-first-served basis for each written exam date. Please be aware that seating is limited and scheduling for a specific exam date will conclude once all seats are filled. Future self-scheduling and exam dates will be made available as demand warrants.

| <u>Self- scheduling opens</u>             | <u>Written Exam Dates(s)</u>              | <u>Location</u>   |
|---|---|-------------------|
| <u>Monday, December, 23, 2013 at 10am</u> | <u>Saturday, January 25, 2014 8:00am,</u> | <u>Patton, CA</u> |

[Click here to apply and schedule for the Written examination for Executive Secretary 1](#)